

CLAIMANT INCIDENT REPORT

PLEASE COMPLETE ALL RELATED AREAS. BE SURE THE FORM IS SIGNED AT THE BOTTOM. ATTACH ANY BILLS, RECEIPTS, OR TWO ESTIMATES.

Name of Public Entity claim being made against _____
Name of person making claim _____ Residential phone _____
Address _____ Business phone _____
Date and Time of incident _____ (a.m.) _____ (p.m.)
Location of Incident _____
Type of incident: (Check all that apply) { } Injured Person { } Property Damage { } Automobile Accident

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INJURED PERSON Occupation _____ Employed By _____
Did you see a doctor? { } Yes { } No Doctor's Name _____
Were you hospitalized? { } Yes { } No Hospital _____
Have you returned to work or school? { } Yes { } No Age _____
Probable disability period _____
Why were you on the premises? _____
Describe Incident (nature and extent of injury) _____
Name of police officer or governmental authority this was reported to _____

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PROPERTY DAMAGE List of property damaged _____
Age of property damaged _____ Estimated Cost of Repair _____
How was property damaged? _____

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AUTOMOBILE Driver, if other than owner _____
Address _____
Residential Phone _____ Business Phone _____
Car: Year, Make & Model _____
Estimated cost of repair _____
Name and department of governmental employee involved in accident _____
Where did accident take place? _____
Your description of accident and damage _____
Attach a copy of the police report.

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SOUTH DAKOTA LAW REQUIRES THE FOLLOWING:

SDCL 3-21-2 Notice prerequisite to action for damages – Time limit. No action for the recovery of damages for personal injury, property damage, error or omission or death caused by a public entity or its employees may be maintained against the public entity or its employees unless written notice of the time, place and cause of the injury is given to the public entity as provided by this chapter within one hundred eighty days after injury.

SDCL 3-21-3 Persons to whom notice must be given. Notice shall be given to the following officers as applicable: In the case of a county, to the county auditor; In the case of a municipality, to the mayor or city finance officer; In the case of other public entities, to the chief executive officer or secretary of the governing board.

Date Signature of Owner Signature of Claimant